

# SAFE ENVIRONMENT

## Background and Training

### Instructions for New Employee and Volunteer Applicants

- Go to **VIRTUS.ORG**
- On the left side of the screen select **FIRST TIMEREGISTRANT**
- Select **Begin the Registration Process**.
- In the drop-down box, select **Diocese of Marquette**.
- Fill in a new **User ID & Password**. Write this down, you will need it again.
- Fill in all fields with your legal name, address, and other requested information.
- Select the parish or school where you volunteer or work.
- Complete the remaining questions on the following pages.
- When finished with the registration process, you will be on a page with a link to the background check website. This is a secure website and must be followed to become an active employee or volunteer in the Diocese of Marquette.
- The appropriate training module will be assigned to your account as soon as the next regular businessday.
- Completion of the VIRTUS Adult Awareness Training Session is required by all adult employees and volunteers in the Diocese of Marquette prior to becoming an active employee or volunteer.

Questions can be directed to:

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